

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

September 27, 2013

SUBJECT: CHILD ABUSE - REQUIRED REPORTING - REVISED

PURPOSE: This Order revises Department Manual Section 4/218.51, *Child Abuse - Required Reporting*, to update the procedures regarding reporting child abuse, in accordance with recent amendments to Sections 11165.12, 11169 and 11170 of the California Penal Code.

PROCEDURE: Department Manual Section 4/218.51, *Child Abuse - Required Reporting*, has been revised. The revised Manual Section is attached with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/218.51 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'CB' followed by a stylized flourish.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

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4/218.51 CHILD ABUSE - REQUIRED REPORTING. Cases of juveniles as victims of possible child abuse including sexual molestation and physical or mental abuse *must* be reported by the officer first coming in contact with the suspected victim. Officers within the City of Los Angeles *must*:

- Ensure that the circumstances surrounding any injuries sustained by the child are investigated and that appropriate crime, arrest and/or injury reports are completed;
- Immediately telephone and notify the Los Angeles County Department of Children and Family Services (DCFS) 24/7 Hotline at (800) 540-4000, that a suspected child abuse investigation is being conducted;
- Obtain the 19 digit referral number from DCFS and include the number in the appropriate report; and,
- Provide the Hotline with the following information:
 - Reporting officer's name and serial number;
 - Victim's name;
 - Present location of the victim;
 - Nature and extent of injury;
 - What led the officer to believe that the injury was a suspected child abuse; and,
 - If the victim(s) and his/her sibling(s) are being taken into protective custody.

Note: In those situations where officers encounter physically and/or sexually abused children along with endangered children from the same family, one report *must* be completed with a separate DR number for *each* physically and/or sexually abused child and one DR number for *all* remaining endangered children.

On duty officers who observe a possible abused child outside the City of Los Angeles *must*:

- Contact the local law enforcement agency and report the incident;
- Record the date and time the law enforcement agency was contacted and the name of the person notified, in the Field Officer's Notebook, Form 15.03.00; and,
- Report the incident to the DCFS Hotline.

Suspected Child Abuse Report, Form No. SS 8572 – Processing of Report

When a Department employee receives a Suspected Child Abuse Report (SCAR), Department of Justice Form SS 8572 from a mandated reporter, it must be immediately sent by Department mail to:

*Juvenile Division
Investigative Control Unit
Suspected Child Abuse Report Coordinator
Police Administration Building – Room 351
Mail Stop 400-1*

Foster Home or Child Care Facility Involved. Officers must *immediately* contact the DCFS Hotline at (800) 540-4000 *and* the State of California Department of Social Services, Community Care Licensing Division, Regional Children's Residential Program Office at (323) 981-3337

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when conducting an investigation of known or suspected child abuse or neglect when the incident:

- *Occurs in a licensed or unlicensed child day care facility, foster or group home; or,*
- *Involves a child day care licensed or unlicensed staff person; or,*
- *Occurs while the child is under the supervision of a community care facility; or,*
- *Involves a community care facility licensed or unlicensed staff person.*

When the notifications are made the following information must be provided:

- *Reporting officer's name and serial number;*
- *Victim's name;*
- *Present location of the victim;*
- *Nature and extent of injury;*
- *What led the officer to believe that the injury was a suspected child abuse;*
- *Name and address of the foster home or child care facility; and,*
- *Information contained within the Investigative Report (IR), Injury Report, or SCAR.*

Additionally, within 36 hours of receiving the information concerning the incident, the investigating officer must also send (mail, fax, or electronically transmit) a copy of the investigation and any other pertinent materials to the following locations (11166.2 PC):

*State of California
Department of Social Services
Community Care Licensing Division
Children's Residential Program
1000 Corporate Center Drive, Suite 200B
Monterey Park, California 91754-7639
Duty Officer Phone Number: (323) 981-3337 (24/7 message service)*

Alleged Child Abuse or Death while in Protective Custody – A copy of the report must be sent by the investigating officer to the attorney who represents the child within 36 hours.

When any Department employee has knowledge of, or observes in his or her professional capacity or within the scope of his or her employment, a child in protective custody whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must, within 36 hours, send or have sent to the assigned attorney who represents the child in dependency court, a copy of the report prepared in accordance with Penal Code Section 11166. All information requested by the attorney for the child or the child's guardian must be provided by the agency within 30 days of the request. (11166.1(b) PC)

In order to confirm that a report is being properly released to the correct attorney representing the child, Department personnel must contact the respective county counsel to determine whether the attorney was assigned to the child.

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Investigating Officer's Responsibilities. *Investigating officers who are assigned to investigate a report of abuse alleged to have occurred in facilities licensed to care for children by the State Department of Social Services, must ensure that the DCFS and the State of California Department of Social Services, Community Care Licensing Division, Los Angeles Children's Residential Program Office have been immediately notified by the initial reporting officers. If the notification was not made, the investigating officer will be responsible for making the notification and obtaining the 19 digit referral number from DCFS.*

If an investigator receives or is assigned a death report of a child who was, at the time of death, living at, enrolled in, or regularly attending a facility licensed to care for children by the State Department of Social Services, unless the circumstances of the child's death are clearly unrelated to the child's care at the facility, the investigator must (11165.9 PC):

- *Immediately send a copy of the investigation and any other pertinent materials to:*

*State of California
Department of Social Services
Community Care Licensing Division
Children's Residential Program
1000 Corporate Center Drive, Suite 200B
Monterey Park, California 91754-7639
Duty Officer Phone Number: (323) 981-3337 (24/7 message service)*

- *Questions regarding criminal investigations which occur in a licensed or unlicensed child day care facility, foster or group home, or a staff member of a child day care that is licensed or unlicensed can contact the State of California Department of Social Services law enforcement special agent at:*

*State of California
Department of Social Services
Community Care Licensing Division
Investigations Branch
1000 Corporate Center Drive, Suite 300
Monterey Park, California 91754-7639
(323) 981-3850*